

# AV NEEDS

## STAGE REQUIREMENTS

- The stage needs to be a minimum of 20' wide x 10' deep.

## POWERPOINT SLIDES

- Mimi prefers to use her own laptop. She uses a MACBOOK Pro and will bring the proper dongles to connect to your system.
- Mimi is happy to provide copies of the slides at least 48 hours prior to the event to have as a backup.
- If it is necessary to use the in-house computer, please download the following fonts: Messenger, Poppins, Bangers

## SET UP and A/V CHECK

- Mimi normally arrives one hour before presentation to set up the stage and for an A/V check. Attendees may not be present in the room during this check.
- If it is not possible to have attendees leave the room for the A/V check, an alternative time will need to be arranged.

## MICROPHONE and EQUIPMENT

- Mimi requires a wireless lavalier microphone for any group of more than 25 people. She will bring her own headset to connect to the lavalier microphone pack.
- She will also need a cordless microphone for audience participation.
- A confidence monitor and countdown clock are appreciated.

## SCREEN PLACEMENT

- To have the highest-energy presentation, a single screen should be off to one side or well above the stage, not center stage, as the presenter is the focal point and the slides are merely supplemental.

## **STAGE SETUP and AUDIENCE ENGAGEMENT**

- It's critical to clear the front-stage area before the keynote starts as Mimi will be moving around the stage to maximize audience engagement.
- A lectern at the front of the stage (center or side) will block your audience's view during important moments.
- If you absolutely can't remove furniture, please tuck it at least 6 feet from the front of the stage.
- Mimi requires a small draped table off to the side for props and a bottle of water.

## **SCHEDULING and LOGISTICS**

- To create anticipation and allow for A/V setup and testing, it's best to schedule a break before Mimi takes the stage.
- Consider scheduling a break right after Mimi's presentation to facilitate high-energy interactions with attendees.
- Mimi prefers to arrive the night before she speaks to account for potential travel delays. Please arrange or recommend a hotel that's either at the venue or closer to the airport than the venue itself.
- Please book a non-smoking king side bed for Mimi. A junior suite close to the elevator is preferred. The name on the reservation should be Amelia Mimi Brown.
- A photo or diagram of the room set-up is required at least one week before the event.

## **SLIDES, SHORT BIO and HANDOUTS**

- Mimi's slides are designed to graphically supplement her verbal content and do not mirror the words in her speech. She does not convert her slides to standard templates.
- Mimi will provide a customized introduction for the group. Please do not edit the provided introduction, or use her bio as the introduction.
- Mimi owns and retains all rights to her materials and content. They cannot be reproduced or distributed.

## **RECORDINGS and PHOTOS**

- Mimi and her team have the right to photograph/record the session and use the photos online or in print.
- If recording of the session is permitted, please plan ample time to test sound pickup and ensure it does not interfere with the projection-output quality.
- Recording of Mimi's talk is permitted as long as she receives a copy of the raw footage within 30 days of the event.

**NOTE: Mimi will NOT present her keynote during meals**

